

Child Care Delivery System Income Eligibility Guidelines

Gross Monthly Income

Family Size	85% SMI
1	\$2,073
2	\$2,711
3	\$3,349
4	\$3,986
5	\$4,624
6	\$5,262
7	\$5,382
8	\$5,501
9	\$5,621
10	\$5,740
11	\$5,860
12	\$5,980
13	\$6,099
14	\$6,219
15	\$6,338

Effective 9/1/04

Revised 8/2/04

City of San Antonio
Department of Community Initiatives (DCI)
Child Care Delivery System Division (CCDSD)

Eligibility Requirements for Self-Referred (Income-Eligible) Clients

Clients must meet the following three criteria:

- ❖ Need child care
- ❖ Meet family income guidelines established by TWC and AWD
- ❖ Be involved in an acceptable activity:
 - Working
 - Training (Must be an AWD sanctioned demand occupation)
 - School (Must be an AWD sanctioned demand occupation)
 - Volunteer work is not accepted

Information needed:

- ❖ Client working
 - Last three check stubs from present job
 - Number of hours worked per week
 - Hourly pay or gross salary
 - Address and phone number of employer
 - Payment Schedule
 - Social security numbers for all children needing care
- ❖ Client in school or training
 - School registration and class schedule
 - Complete amounts of grants/scholarships receiving
 - Transcript
 - Social security card for all family members
- ❖ Income inclusions for eligibility determination includes total gross earnings for adult family members as well as children ages 14 to 18 who are not in school. The following income is considered:
 - Wages, salaries, armed forces pay and allotments, cash bonuses, overtime
 - Net income from farm self-employment
 - Net income from non-farm self-employment
 - SSAN and railroad retirement benefits
 - Dividends and interest
 - Net income from rental of house, homestead, store, other property, or rental income from boarders or lodgers
 - Interest income from mortgages or contracts

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Auxiliary aids or services are available upon request, to persons with disabilities

- Public assistance payments, TANF, refugee assistance, SSI
 - Pensions, annuities, and irrevocable trust funds
 - Veteran's pensions, compensation checks, and GI benefits
 - Unemployment compensation
 - Worker's compensation and disability payments
 - Alimony
 - Child support
 - Cash support payments (received from friends or relatives on a periodic basis more than three times a year)
 - Inheritance
 - Foster care payments
 - Capital gains from sale of property
- ❖ Income deduction for eligibility determination:
- Ongoing medical expenses that are not covered by insurance or Medicaid
- ❖ Child Care Providers:
- Licensed Child Care Centers
 - Licensed Group Day Home
 - Registered Family Homes
 - Informal Care/Self Arranged
 - Regulated
 - Aunt
 - Uncle
 - Grandparent
 - Great Grandparent

Information needed:

- ✓ Customer working
 - Last three check stubs from present job
 - Number of hours worked per week
 - Hourly pay or gross salary
 - Address and phone number of employer
 - Payment Schedule
 - Social security card for all family members
 - Proof of residency: electric bill, public assistance correspondence
 - Birth certificate, hospital record, or public assistance record for all children
- ✓ Customer in school or training
 - School registration and class schedule
 - Complete amounts of grants/scholarships receiving
 - Transcript, must have a GPA of 2.0, we will also need the total numbers of hours earned.
 - Social security numbers for all children needing care

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- ✓ If self-employed, provide a copy of previous year's tax return showing annual income. If recently begun and no tax return is available, we need a list of all clients, expenses paid and payments received for the service(s) they are providing or work done. We must be able to verify this information with a telephone call so you will need names and telephone numbers.
- ✓ If your child has a disability please bring any documentation to help us better assist your child.

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